



2010 Bay Area LISC AmeriCorps Program
REQUEST FOR PROPOSALS
Quarter and Minimum-time Members
PROPOSAL DEADLINE
March 12, 2010

“Service is the rent we pay to be living. It is the very purpose of life and not something you do in your spare time.”

-- Marian Wright Edelman

Overview

For the past fifteen years, the Local Initiatives Support Corporation (LISC) has been designated as a national program sponsor for AmeriCorps. The program is a critical tool that helps community development organizations meet community needs. Bay Area LISC has two primary objectives for our AmeriCorps program:

1. To provide local community-based organizations the opportunity to implement projects which they could not otherwise do without the AmeriCorps member; and
2. To give individuals committed to revitalizing low-income communities the opportunity to learn and develop skills in the field of community development.

The 2009-2010 term of service is already well underway. The full term commenced on September 1st 2009. All of this year's full-time and half-time members have been placed, but **five Quarter-time** (450hrs) and **two Minimum-time** (300hrs) slots remain. These slots are ideal for organizations with projects that can begin and be completed over the course of a few months, ending no later than August 31st, 2010. Member-slots will be awarded to community-based organizations to support projects which can include but are not limited to, assisting in affordable housing development, commercial corridor revitalization, supporting workforce and economic development activities, developing youth programs and/or implementing resident services programs. AmeriCorps members can serve in many capacities and in many communities throughout the Bay Area but **AmeriCorps members can not replace employees of the host organization. It is important to note that these are not clerical positions but are comparable to entry-level professional positions.**

Program Description

Using LISC guidelines, selected host organizations are expected to develop a work plan with clear goals and objectives for their AmeriCorps member(s) and a plan for ensuring effective supervision. Host sites will be responsible for providing an orientation and regular in-house training to the AmeriCorps member(s), identify a direct supervisor to provide day-to-day supervision of the member(s) with regularly scheduled meetings to check progress, provide the member(s) with guidance and mentoring, and participate in regular status reports to the LISC Program Officer.

During the term of service, which may be determined by the host organization, members must complete a minimum of **450** hours for Quarter-time and **300** hours for Minimum-time positions in order to receive an educational award of **\$1,250** or **\$1,000** respectively. The term of service must end by August 31, 2010. Unlike Full-time members, LISC does not provide a living stipend to Quarter-time and Minimum-

time members. While there is no requirement that host organizations provide a living stipend to these members, LISC *highly* encourages host organizations to offer one. Living stipends cannot exceed the rate that full-time and half-time members receive for the year, equivalent to \$10.82 per hour. Most sites offer a stipend equivalent to about \$8-10 per hour. Within our selection process, LISC will view a stipend to be a determining factor in your ability to attract quality candidates to these positions.

Supervisors should help the with the member's day-to-day work and the member's professional development. Some suggested activities include:

- **Regularly scheduled meetings/check-ins:** These can be as informal as a lunch/coffee meeting, but they should occur regularly.
- **Job shadowing:** This is a great way to expose members to various roles within the community development field.
- **Invitations to special events:** A member might benefit from the networking and informational opportunities if the supervisor or external advisor invites him/her to a meeting, fundraising dinner or gala event.
- **Providing internal or external training:** While LISC does not require each host organization to provide a set number of trainings to their members, we do encourage each host site to make training opportunities available. Trainings should provide the member with relevant skills to help them perform their service more effectively or skills that will help them develop professionally.
- **Job referral:** As members near the end of his or her term of service, the host site can pass along information about new job openings, training opportunities, job fairs and assist in arranging informational interviews.
- **Attend graduation ceremony:** In August, at the end of the 2009-2010 program year, LISC will hold a graduation ceremony recognizing all AmeriCorps members.

LISC will make the trainings for our full and half-time AmeriCorps members available to quarter and minimum-time members. Some of the LISC training topics include, but are not limited: public speaking, team building, and developing effective leadership skills. Quarter and minimum-time members are encouraged to participate in the following group training and service activities:

- Monthly one-day meetings for the Bay Area LISC AmeriCorps members,
- Additional trainings scheduled throughout the summer,
- Member community service projects

Host Organization Eligibility

Eligible organizations must meet the following minimum criteria:

1. Be a tax exempt 501(c)(3) corporation in good standing or partner with an applicable organization.
2. Have community development as a central purpose of the organization as evidenced by the organization's mission, plans, and activities.
3. Be a neighborhood-based organization as evidenced (at a minimum) by its governance structure and a geographic constituent focus.
4. Complete a state background check on your selected member.

AmeriCorps Member Eligibility

The minimum member eligibility requirements include:

1. Participants must be 17 years of age or older.
2. Participants must have a high school degree, a GED, or must agree to achieve their GED within the term of service.
3. Participants must be U.S. citizens or permanent residents. Proper documentation will be required.
4. Participants must have an interest in and ability to work with diverse groups of people, including low-income people living in distressed communities.

5. Participants must agree to complete a state background check prior to beginning the term of service.

How to Apply

The process to apply to be a host organization for Quarter-time and Minimum-time AmeriCorps slots is not as demanding as it is for full-time slots. Bay Area LISC invites local CDCs and other community-based organizations to submit proposals to become sponsors for one or more AmeriCorps members. In selecting the host organizations, LISC will look for organizations that submit proposals demonstrating:

- A clear relationship between the organization's community development objectives and the proposed AmeriCorps member activities. (*See Member Activities below*)
- A clear AmeriCorps project that addresses stated community needs
- A strong track record of managing interns, volunteers or AmeriCorps members.
- A clear plan for supervising each AmeriCorps member throughout the year
- The identification of a supervisor who will be able to commit a sufficient amount of time to train and monitor the member's progress throughout the year
- A commitment to make the AmeriCorps opportunity available to all qualified individuals regardless of race, ethnicity, sex, sexual orientation, income status, or religion.

Additional Selection Criteria

In 2008, Bay Area LISC launched a comprehensive community development initiative called the NExT program (**N**eighbors **E**xcelling **T**ogether). This program organized our work broadly across 5 program areas was launched within four priority neighborhoods: San Francisco Chinatown, the Nystrom neighborhood in Richmond, the Excelsior district of San Francisco, and the San Antonio District in Oakland. These 5 program areas include:

- A.) Expanding capital investment in housing and other real estate;
- B.) Building family income and wealth;
- C.) Stimulating local economic activity;
- D.) Improving access to quality education; and
- E.) Developing healthy environments and lifestyles.

While we have chosen 4 distinct neighborhoods to launch this comprehensive initiative, many of projects and programs we support are in communities outside of our 4 target neighborhoods. Therefore, we encourage all interested Bay Area community organizations working in these program areas to apply for the program even if your project is not within one of our target neighborhoods.

Member Activities

Bay Area LISC AmeriCorps members placed with community-based organizations will have the opportunity to work on a range of community development projects outlined in a detailed work plan that is developed at the beginning of the service term. While there are numerous service activities that AmeriCorps members can perform at their host organizations, there are a number of prohibited activities that members may not engage in such as protesting, lobbying, holding voter registration drives, or directly assisting for profit entities. A full list of the prohibited member activities can be found in Appendix A. Applicant organizations will be asked to provide a list of member service activities and their expected outcomes in the attached application, and members will be expected to report monthly to LISC on their program/project outcomes.

AmeriCorps member activities should be aligned with the following program performance areas identified by LISC and the Corporation for National and Community Service.

- **Developing, Preserving, & Investing in the Physical Infrastructure**
 - Increase Housing Opportunities for Low and Moderate Income Families – Housing Development
- **Improving Access to Quality Education**
 - Create Safe Spaces for Children to Learn and Grow
- **Fostering Livable, Safe, and Healthy Environments**
 - Form Neighborhood Groups/Associations
 - Strengthen Neighborhood Groups/ Associations
 - Revitalize Neighborhoods (clean-ups/ community gardens)
 - Recruit Volunteers, Manage Volunteers, and/or Coordinate Volunteers
 - Revitalize Neighborhoods (special events, community festivals, improve parks, improve other public spaces)
 - Increase Awareness of Community Resources and Services
- **Increasing Family Wealth & Income**
 - Increase Economic Opportunities for Low & Moderate Income Neighborhoods

For a more guidance on these program areas or to discuss alignment of your proposed service activities, please contact Johnasies McGraw at 415-397-7322 x 12 or jmcgraw@lisc.org.

Submission of Proposals

Please submit your proposal by **Friday, March 12, 2010**. Send proposals to:

LISC AmeriCorps
Attn: Johnasies McGraw
369 Pine Street, Suite 350
San Francisco, CA 94104
Fax: 415-397-8605
jmcgraw@lisc.org

Organizations will be notified of their selection by **March 24, 2010**. Selection is subject to LISC's discretion, and participation in the program will depend on funding availability. We highly encourage you contact us to discuss your project ideas prior to developing your proposal. For questions, please contact Johnasies McGraw at 415-397-7322 x 12.



**Application for Program Support
AmeriCorps Summer 2010**

Part I. Organizational Background

Organization Name _____

Address _____

Telephone _____ FAX: _____ Web site address _____

Year of Incorporation _____ 501(c)(3) Status ___ Yes ___ No

Executive Director _____ Since _____

AmeriCorps member positions requested (#): 450hr _____ 300hr _____

If any previous experience as LISC AmeriCorps placement site, what year(s): _____

Proposed AmeriCorps Supervisor Name _____

Title _____ E-mail _____

How long with the organization? _____ Full-time or part-time? (please circle)

Number of staff currently supervised by this individual _____

Proposal Contact Name (if different) _____

Title _____ E-mail _____

Part II: Description of Service

In one or two pages, please answer the following questions regarding the proposed service:

- A. Title of the AmeriCorps member(s).
- B. Proposed start and end date for position(s).
- C. What need(s) will be addressed? Describe the strategy for addressing these needs.
- D. Potential candidates, or describe your plan for recruitment. What, if any, stipend or incentives will you be offering?
- E. How will this member be supported?
- F. How will this member advance one or more performance measures listed above?

Also, please attach a service description for each member requested.

APPENDIX A

Prohibited AmeriCorps Activities

Supervisors and LISC AmeriCorps members should be aware that members should not be involved in the following activities while they are accumulating service or training hours or representing the LISC AmeriCorps program. Prohibited activities include:

- Attempts to influence legislation
- Organizing or engaging in protests, petitions, boycotts or strikes
- Assisting, promoting or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Activities designed to influence the outcome of an election to any public office, or activities that are partisan and political in nature
- Activities that advocate for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Religious instruction, worship services or providing instruction as part of a program that includes mandatory religious instruction or worship. Members should not construct or operate facilities devoted to religious instruction or worship, maintain these facilities or engage in any form of religious proselytization.
- Activities that provide direct benefit to for-profit entities, labor unions, partisan political organizations, or organizations engaged in the activities described previously; or nonprofit entities that fail to comply with the restrictions contained in section 501(c)3 of U.S. Code Title 26.
- Voter registration drives
- Organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests and similar activities designed for the sole purpose of raising capital or obtaining contributions for the organization.¹

¹ AmeriCorps members are now permitted to do a minimum of program-related fundraising, particularly as it helps to sustain that member's activities once the term of service has ended.